



Rules and Regulations, International Track in Medicine for International Scholarship Students (ISS) and the International Track in Medicine (ITM) for numerus fixus students, academic year 2017-2018, as referred to in Article 7.12B of the Higher Education and Research Act (Wet op het Hoger onderwijs and Wetenschappelijk Onderzoek, WHW). These rules have been determined by the Board of Examiners of Medicine, Faculty of Health, Medicine and Life Sciences, Maastricht University

Contents:

1. General
2. Examinations
3. Degrees with distinction (cum laude)
4. Study dossier and study advisors dossier
5. Final provisions



PARAGRAPH 1 - GENERAL

Article 1.1 – Scope of the Rules and Regulations

1. These Rules and Regulations apply to all students to whom the Education and Examination Rules, International Scholarship Students (hereinafter referred to as ISS students) and ITM numerus fixus students (ITM), academic year 2017-2018 apply.
2. The Rules and Regulations of a previous academic year may also apply to the students referred to in article 1. This will be explicitly noted in the relevant provision(s) of these Rules and Regulations.

Article 1.2 - Definitions

The definitions of the Education and Examination Rules, ITM, academic year 2017-2018 similarly apply. Furthermore, in these Rules and Regulations the following definitions apply:

- a. Personal details: data that can be traced to an individual person.
- b. Compensation assignment: a form of retaking a component of the block examination (excluding the final examination of the block examination).
- c. IMM: the International Post-Initial Master of Science in Medicine for International Scholarship Students.

PARAGRAPH 2 - EXAMINATIONS

Article 2 – Resit examinations or parts thereof

The student may resit an examination or a part of an examination only if she or he has received a 'fail' qualification.

Article 2.1 – Examiners

An overview of the examiners of the parts mentioned in article 2.2 – 2.7 can be found in the appendix "Examiners in the bachelor of medicine 2017-2018"

The BoE Med can by written decision appoint and exclude tutors or external experts as examiner.

Article 2.2 – Block examination/cluster examination

- 1.. The block examination has the following possible final qualifications: "fail", "pass" or "good".
- 2.. The cluster examination has the following possible final qualifications: "fail", "pass", "good" or "excellent".

Article 2.3 – Clinical Skills assessment/Clinical Skills examination

Clinical Skills assessment/Clinical Skills examination have the following possible final qualifications: 'fail', 'pass' or 'good'. The Clinical Skills assessment/Clinical Skills examination test is passed if it is completed with at least a 'pass' as its final grade. In year 2 of the bachelor, the Clinical Skills assessment is part of the portfolio.

Article 2.4 – Progress test examination

In course year 1, 2 and 3 of the ITM a progress test examination is administered to all students. It consists of four tests (test moments).

A more elaborate explanation of the progress test examination can be found in the [examination plan](#) that is published on the Studentportal.



Article 2.5 - Professional behaviour

1. The assessment of professional behaviour is done by the chair of the professional behaviour review committee (year 3) or the chair of the Bachelor portfolio review committee (BPRC) (year 1,2). This assessment is expressed in year 3 in Excellent, Good, Pass, Fail. In year 1 and 2 professional behaviour is part of the portfolio.
2. In addition to the structural assessments as included in the examination regulations, all tutors, staff members and persons not directly involved in the educational side of the programme can make incidental reports of professional behaviour in writing and supported by arguments to the professional behaviour review committee. The student concerned and his/her mentor or study advisor, or both, will receive a transcript of aforementioned report post haste.
3. The concerned student will be given the opportunity to respond in writing to the assessment referred to in section 1 as well as to any report of the type referred to in section 2 of this article. These responses will be attached to the concerned assessment and filed together in the study archive.
4. In establishing the result of the professional behaviour examination, the BoE Med will take into account the assessments that have been realised on the basis of this article and the response of the student concerned.

Article 2.6 – Portfolio examination

This examination consists in year 1 of the following parts:

- * Assessment portfolio
- * Professional behaviour

This examination consists in year 2 of the following parts:

- * Assessment portfolio
- * Assessment clinical skills
- * CORE
- * Professional behaviour
- * Personal Formulary

The student submits his/her portfolio to be assessed by the BPRC. The chairman of the committee will determine the result of the portfolio within 15 working days after the portfolio has been submitted. The student will include all assessments in his/her portfolio.

The result of the portfolio examination will be expressed in the final qualifications 'fail' or 'pass'.

Article 2.7 – Consultation skills and Reflection programme (CORE)

1. The final result of the CORE programme is represented by the qualifications 'fail', 'pass' or 'good'. In year 2 the CORE programme is part of the portfolio.

Article 2.8 – Non-block-related and non-clusterrelated programmes

1. If a component of the non-block related or programme is in the first instance not awarded a 'pass' or 'good', the student can take the examination again, by means of a 'compensation assignment'. **The resit possibilities for year 3 can be found in the document "Resit possibilities year 3 bachelor"**

Article 2.9 – Determining results

1. Before assessing the following tests – progress, final, Examination Clinical Skills and other examinations – and determining the results, the examiner of the examination concerned may decide that one or more questions, (parts of) Examination clinical skills tests, or parts of examinations will be excluded from the assessment and result, or that



the scoring key will be changed for one or more questions.

2. The results of the aforementioned tests are based on the definitively determined examination and are established for each student separately by the examiner of the relevant examination according to provisions in the related articles of the Programme and Examination Rules/Rules and Regulations.

Article 2.10 Admission to the examinations outside the Netherlands

For examinations regarding education followed outside of the Netherlands, students will only be admitted if the programme was approved beforehand by the BoE Med approval will be withdrawn if at the moment of departure the Institute of Education has made the (very) well-argued decision that the student concerned may not go abroad for his or her education.

Article 2.11 – Rules of discipline and order in examinations or parts of examinations

1. Instructions regarding the course of events preceding and during the examination or part of examination, issued by or on behalf of the BoE Med, must be followed by the student. The written instructions are included in **the rules of discipline and order** for the concerned examination as recorded on the Student portal
2. The student is obligated to show personal identification at the request of or on behalf of the BoE Med; the identification must be one of the valid identifications listed in the relevant rules of procedure.
3. When the student does not meet the provisions of the first or second section, the BoE Med can decide to exclude the student from further participation in that examination or part of examination.

Article 2.11a – Fraud, including plagiarism

The General FHML- Regulation for Fraud, as drawn up by the BoE Med, further details what is understood as fraud and what measures can be imposed by the BoE Med.

Article 2.12 – Format of resits of examinations or parts of examinations

The format in which the resit opportunity for an examination or part of the examination is offered can differ from how the examination or part of the examination was taken the first time. The format of the resit of the examination or part of examination will be announced at the latest 4 weeks before the resit date.

Article 2.13 – To declare an examination invalid

The BoE Med has the right to declare an examination invalid

PARAGRAPH 3 – DEGREES WITH DISTINCTION ('CUM LAUDE')

Article 3 – Degrees with distinction

1. The BoE Med will award a degree with distinction ('cum laude') **of its own accord** for the final declaration if the following cumulative requirements have been met:

- to obtain a degree 'with distinction' for the bachelor degree of science, at least a 'pass' must have been achieved in the first attempt for all parts of course year 1, 2 and 3.
- to obtain a degree 'with distinction' in the final declaration, moreover, the following cumulative requirements apply;



I. Course year 1:

- In the first attempt, it is necessary to have:
 - a. received the qualification 'good' for at least 4 block examinations of course year 1;
 - b. received at least a 'pass' qualification for the professional behaviour examination of course year 1 and moreover do not have received a 'fail' qualification for any of the separate professional behaviour assessments (reviews) in course year 1. Furthermore, no professional behaviour reports, as referred to in article 9.1 of the Education and Examination Rules of the ITM, are to have been filed and confirmed after investigation.

II. Course year 2:

- In the first attempt, it is necessary to have:
 - a. received the qualification 'good' for at least 4 block examinations of course year 2;
 - b. received at least a 'pass' qualification for the professional behaviour examination of course year 2 and moreover do not have received a 'fail' qualification for any of the separate professional behaviour assessments (reviews) in course year 2. Furthermore, no professional behaviour reports, as referred to in article 9.1 of the Education and Examination Rules of the ITM, are to have been filed and confirmed after investigation

III. Course year 3:

- In the first attempt, it is necessary to have:
 - a. received the qualification 'good' or 'excellent' for all clusters of course year 3;
 - b. received a qualification "good" for the progress test examination of year 3 and moreover must not have obtained any failed results for the separate progress tests of year 3;
 - c. received at least a 'pass' qualification for the professional behaviour examination of course year 3 and moreover do not have received a 'fail' qualification for any of the separate professional behaviour assessments (reviews) in course year 1, 2 or 3. Furthermore, no professional behaviour reports, as referred to in article 8 of the Education and Examination Rules of the ITM, are to have been filed and confirmed after investigation.
- finally to obtain a degree 'with distinction' in the final declaration, the student concerned may not have committed fraud.

Article 3A – Amended requirements for awarding degrees with distinction ('cum laude')

If the requirements as listed in article 3 are in any event different from those from a previous year in which the student was registered, and the concerned student experiences a disadvantage as a consequence hereof, the requirements will prevail as recorded for the previous academic year.

PARAGRAPH 4 – STUDY DOSSIER AND STUDY ADVISORS DOSSIER

Article 4.1 – Study dossier: content

1. For each student there is a study dossier.
2. The study dossier contains:
 - a. The results of the examinations.
 - b. An overview of the number of credits obtained.
 - c. The final assessments/qualifications and views regarding professional behaviour.
 - d. The decisions made by the BoE Med
 - e. Any judgements or rulings from the Court of other judicial institutes.
 - f. Other relevant documentation.



Article 4.2 – Study dossier: administration

1. The administration of the study dossier lies with the chair of the BoE Medand is executed on his or her behalf by the head of Educational Affairs.
2. The head of Educational Affairs arranges for all the information as detailed in article 4.1 (2) to be included in the study dossier. He or she does what is necessary to promote the accuracy and completeness of the entered data. He/she also takes measures to prevent loss or damage of the data and protect it against unauthorised perusal, modification or distribution thereof.
3. The processing of the study details and the entering thereof in the study archive must be in accordance with the provisions in these Rules and Regulations.
4. The study dossier is administered from the moment that the student is registered for the ITM or post-initial Master of the Medical Programme until six years after the moment that the student has met all examination requirements of course years 1, 2 and 3 of the ITM or the IMM, or until six years after the moment that the student leaves the ITM or the IMM.

Article 4.3 - The study dossier: release of personal details

1. Personal details from the study archive can be released to the chair and members of the BoE Med, to the concerned student and to the persons necessary, in the view of the chair of the BoE Med, to the implementation of the role of BoE Med. Personal details can also be released to members and secretary of the Court of Appeal for Examinations, if the concerned student has brought an appeal.
2. Personal details can be released to the study advisors and the mentor of the concerned student on the basis of their responsibility as study supervisors.
3. Personal details can be released to the chair and the members of the professional behaviour review committee on the basis of their responsibilities regarding the professional behaviour examination.
4. Personal details can furthermore be released if this is required in consequence of a legal order.
5. Personal details can only be released to abovementioned persons if this is necessary to carry out their tasks taking into account the subsidiarity principle and the proportionality principle.
6. Release of personal details to other parties than mentioned in the previous sections, will only take place after permission is granted by the student concerned.

Article 4.4 - The study dossier: scientific research

The BoE Med may, upon request, make study data that are not personal data available for research purposes.

Article 4.5 – Study advisor’s archive

1. Study advisors of the student will save correspondence and other particulars of the student in an archive separate from the study dossier.
2. The student is allowed access to the archive in his or her name, as referred to in section 1.
3. Access to anyone other than those mentioned in the previous sections, is only granted after permission from the student as well as the study advisor.

PARAGRAPH 5 – FINAL PROVISIONS

Article 5.1 –Correspondence with the BoE Medvia email

The BoE Medcan correspond with students via e-mail; in that case they will address their correspondence to the student email-address of the Maastricht University.



Article 5.1a – Unforeseen circumstances

In circumstances not provided for by these regulations, BoE Med will make a decision.

Article 5.2 – Hardship clause

The BoE Med is authorised to deviate from these regulations in certain individual cases, if the unaltered application will in its opinion, due to exceptional circumstances, lead to serious injustices at the expense of an individual student.

Article 5.3 - Documents indicated in this regulation with a computer-link

Documents which are indicated in this regulation with a computer-link, are the most up to date documents. These documents are leading and binding.

Article 5.4 – Official title

These regulations will be referred to as the **Rules and Regulations, International Track in Medicine for International Scholarship Students (ISS) and the International Track in Medicine (ITM) for numerus fixus students**, academic year 2017-2018.

Article 5.5 – Date of Commencement

These Rules and Regulations take effect on 1 September 2017 and apply to the academic year 2017-2018.

As established by the BoE Med on 20 February 2017.



Appendix to article 2.1.

EXAMINERS BACHELOR OF MEDICINE STUDY YEAR 2017-2018

Year 1	Part of the portfolio	Examinor
Blocks	No	Block coordinator
Progress test examination	No	Chairman Progress test Review Committee
Imaging Techniques	No	Coordinator
Portfolio	Yes	Chairman/member BPRC
Professional Behaviour	Yes	Chairman/member BPRC
Clinical Skills Assessment	No	Chairman Clinical Skills Assessment
CORE	No	Coordinator CORE
Personal Formulary	No	Coördinator

Year 2	Part of the portfolio	Examinor
Blocks	No	Block coordinator
Progress test examination	No	Chairman Progress test Review Committee
Portfolio	Yes	Chairman/member BPRC
Professional Behaviour	Yes	Chairman/member BPRC
Clinical Skills Assessment	Yes	Chairman/member BPRC
CORE	Yes	Chairman/member BPRC
Personal Formulary	Yes	Chairman/member BPRC

Year 3	Part of the portfolio	Examinor
Clusters	No	Cluster coordinator
Progress test examination	No	Chairman Progress test Review Committee
Academic Skills	No	Coordinator
Health Law & Health Ethics	No	Coordinator
Professional Behaviour	No	Chairman Professional Behaviour Committee
Clinical Skills Examination	No	Chairman Clinical Skills Examination
CORE	No	Coordinator CORE
Personal Formulary	No	Coordinator

BPRC = BachelorPortfolioReviewCommittee

